

## Academic Alert Instructions for Faculty

The Academic Alert System is available during the entire fall and spring terms and through the last summer session.

1. Open the Academic Alert System from your MyGateway Faculty/Staff page. Under the Faculty Toolbox, click on the Academic Alert link. You will be navigated to the Academic Alert system log in page.
2. Log on to the Academic Alert system utilizing your SSO ID & password just as you would for MyGateway.
3. Once logged on, you will have a list of the courses you are teaching. Click on the Class Number, Catalog Number, or Section Number. You can return to this page at any point simply by clicking the Home link at the top of the page. (*Only instructors that are listed as the faculty of record through the Registrar's Office will be able to access courses in the Academic Alert system.*)

# CENTER FOR STUDENT SUCCESS


AT THE UNIVERSITY OF MISSOURI - ST. LOUIS

Academic Alert System: Summer 2008

Logged in as Sterling, Antionette (sterlinga). [Home](#) | [Logout](#)

[Co Admin Tools](#) || [User List](#) || [Student Report](#) || [Referral List](#) || [Midterm List](#)

Here are the courses you are teaching this semester. To see a list of students enrolled, please choose a course:

Class Number	Catalog Number	Course Title	Day & Time	Section Number	Students Enrolled	Course Report
12140	10		TR 11:00am - 11:50am	001	13	

[Center for Student Success](#)

One University Blvd  
225 MSC, St. Louis, MO 63121-4400  
Phone: 314-516-5300 Fax: 314-516-4725  
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4. Once you have opened the class/section, you will have a roster list of the students in the course. The screen populates 10 students at a time – toggle down the roster utilizing the scroll bar to the right of the roster screen to view the rest of the students enrolled in the course. Choose the category for the referral by clicking the appropriate box(es). You may create a referral at any point in the semester – all referrals for a course do not have to be entered at the same time. If necessary, you may also complete a second referral on a student as circumstances dictate. A second referral number will be created and processed.

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Course: XXXXXXXXXX



		Failed Quiz	Failed Exam	Excessive Absence	Missing Assignments	Missing Presentation	Other*	Missing Lab	Add Note?	
██████	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Notes:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>									
██████	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
██████	██████████	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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6. You will have continuous access to the system and be able to log in and determine the current status of any student referral. If you would like automated notification via your campus e-mail of status changes for an individual student referral, check “E-mail Status Notification” and you will be notified each time the status of a student’s referral changes. [The default setting is that faculty are not automatically notified.] This box can be checked or unchecked at any point in the active referral process.

7. After you have completed your course report, click on the Save All at the top or bottom of the screen. Return to the Home page. Once you submit information for a particular course/section, the report icon (stacked sheets of paper) will change from blue to red. When the icon is red, you can click on that icon to print a report of the information you submitted. The report cannot be printed from the entry screen. You must save the report to be able to print a copy. You also cannot edit from the report screen.

8. If you wish to review the current status of any student referrals, follow the same steps to return to the course report site and status updates will be available in the course report. Referral status categories include:

- a. Referral Received/Student Development Coordinator assigned
- b. Student contacted
- c. Student reply received and action plan developed
- d. Student reply received and refused
- e. Student followed up with Development Coordinator or campus resource as suggested
- f. Referral partially completed
- g. Referral completed, meeting with faculty
- h. Referral completed
- i. Referral closed (no reply or follow up from student)